

## **CONSERVATION TECHNICIAN**

### **JOB DESCRIPTION:**

A busy public office is seeking qualified individuals to perform conservation treatments to paper within large scale bound volumes; to assess the condition of bound materials; to follow well-established protocol within the project; and to assist on occasion with item shelving and retrieval. This is a temporary assignment up to 48 months.

### **SUPERVISION EXERCISED:**

This job has no supervisory responsibilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Knowledge, Skills, and Abilities**

Candidates must have training and experience in book or paper conservation and in the use and management of conservation tools and supplies. Candidates should be able to handle, humidify, measure, mend, and flatten damaged and possibly moldy archival documents. Minor book repair will be assigned and performed as needed. Candidates must be flexible and willing to assist other staff with day to day duties when necessary.

#### **Professional characteristics**

Conservation technicians must be organized, self-motivated, and able to follow instructions and work under pressure. Candidate will be expected to interact with team members using positive communication skills.

Successful candidates have good time management skills and the ability to address multiple tasks. They must organize and prioritize daily treatments and compile accurate statistics on work performed. Technicians need to follow protocol and work independently while consulting supervisors in resolving special problems. Candidates must be flexible with changes in work location, items to be treated and everyday tasks.

### **EDUCATION and/or EXPERIENCE**

1. A minimum of a bachelor's degree or equivalent experience is needed.
2. Training in conservation or equivalent field.
3. Candidates must be at least 18 years of age.
4. Any degrees must be from appropriately accredited institutions.

## **SPECIAL REQUIREMENTS**

The tasks demand the ability to work for long periods while standing, to lift and carry materials weighing up to 50 pounds, and to perform repetitive activities. Applicants must have excellent vision, manual dexterity, the ability to push book carts between building floors, and the capacity to work in an environment with dust or mold.

**Preferred Requirements:** Experience working as conservation technician in a library or archive is strongly preferred. Experience performing condition surveys is a plus. The position is full time with full benefits. Salary is commensurate with experience.

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